



**COUNTY OF YORK JOB DESCRIPTION**  
Counselor II  
Community Services/Juvenile Services  
Community Supervision

Human Resources Division  
120 Alexander Hamilton Blvd.  
Yorktown, Va. 23690  
Phone: 757-890-3687  
Fax: 757-890-3699

---

**GENERAL STATEMENT OF JOB**

Performs counseling and case management duties in support of the Juvenile Services program. Provides in-home counseling to juveniles and their families. Evaluates individual case circumstances and determines appropriateness for the program or alternative placement options. Responsible for preparing and submitting a variety of reports, and for maintaining a variety of records and files pertaining to assigned cases. Work is performed under regular to general supervision.

**ESSENTIAL JOB FUNCTIONS**

Provides in-home short-term counseling and support to juveniles and their families as an alternative to out of home placement of adolescents who are before the juvenile court.

Evaluates individual case circumstances, determining the appropriateness for the program or alternative placement options; assists families to help them make changes in the way the family operates and in the way family members interact, and to help families establish a meaningful support system; maintains service plans; assists parents to raise their ability to control and nurture their children.

Maintains chronological and detailed records on each family; prepares monthly reports on utilization of program; prepares court reports and letters.

Coordinates counseling activities with school officials, court officials, health care workers and other involved parties to share and exchange information.

Provides electronic monitoring and outreach detention supervision of youth.

Coordinates with supervisor, program counselor, and other professionals to plan service delivery.

Attends training sessions on topics related to counseling field.

**ADDITIONAL JOB FUNCTIONS**

Performs other related work as required.

## **ENTRY KNOWLEDGE, SKILLS, AND ABILITIES**

General knowledge of counseling procedures, and techniques used in working with socially and emotionally maladjusted children.

General knowledge of interviewing techniques and procedures.

General knowledge of child and adolescent behavior.

Ability to work effectively under stress in the client's environment.

Ability to organize and implement a variety of programs for program participants.

Ability to exercise good judgement and resourcefulness in meeting difficult non-routine problems and situations, and ability to plan and carry out work effectively.

## **EDUCATION AND EXPERIENCE**

Bachelor's degree in sociology, psychology or a related field with 2 to 4 years of experience in counseling or related social services work; or any combination of education and experience which provides the required knowledge, skills, and abilities.

## **SPECIAL REQUIREMENT**

Possession of a valid driver's license issued by the Commonwealth of Virginia. Requires an acceptable background check.

## **PHYSICAL & MENTAL STANDARDS NEEDED FOR ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a motor vehicle. Must be able to lift, carry, push, pull or otherwise move objects. There is some stooping when installing electronic monitoring equipment, and during routine visits. The work is primarily sedentary in nature, but may involve walking or standing for periods of time.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**Interpersonal Communications:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving assignments, instructions and/or directions from supervisor.

**Language Ability:** Requires the ability to read a variety of reports, records, logs, books, maps, etc. Requires the ability to prepare detailed client records, etc. Must be able to speak with poise, voice control and confidence, and to articulate information to others.

**Intelligence:** Requires the ability to plan work and develop procedures; to learn and/or evaluate complex information in order to make judgments and decisions. Must be able to make independent judgments in absence of supervision.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas. Must be able to add, subtract, multiply, and divide.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress when confronted with persons acting under stress.

**Physical Communication:** Requires the ability to talk and/or hear.

**Prepared by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Approval:** \_\_\_\_\_